

# Village of Brooklyn

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## PLANNING AND ZONING COMMISSION MEETING MINUTES March 25, 2013

The meeting of the Planning and Zoning commission of the Village of Brooklyn was called to order in the Brooklyn Village Hall at 6:35pm by Chairperson Nadine Walsten. Commissioners present were John McNaughton, Dorothy Frandy, Nissin Rodriguez, and Tom Schmidt. Dale Arndt had an excused absence. Todd Klahn was absent. Also present was Deputy Clerk Kim Brewer and Ben Zellers of Vierbicher Associates.

Motion to approve **minutes from 2/25/13** by Frandy/McNaughton. Motion carried with Schmidt abstaining.

Welcome **new Commission member** Tom Schmidt: Walsten introduced new Commission member, Tom Schmidt. He has lived in Brooklyn since 1987. Tom has a history of building, carpentry, farming, land use, etc. and will be a great asset to the Plan Commission.

**Vierbicher fee schedule for Zoning Administrator Services:** Walsten introduced Ben Zellers from Vierbicher. She proceeded to give Ben some background on past experiences and how it was advised we narrow it down to 2 engineering firms, (currently we have 3). Strand is purely civil engineering. General Engineering does building inspection and zoning administrator services. Vierbicher does Engineering and Planning/Economic Development and Zoning Administration. Ben has worked with various communities on zoning. Nadine mentioned we have already contracted with Vierbicher for our planning services (Errin Welty). Ben says they do both Planning and Zoning services and they can be as involved as the Commission wishes. Frandy says there should be a procedural checklist in place as well as some type of cost recovery agreement with potential developers. She would also like to see a comparison of what current services are offered (General Engineering) versus what Vierbicher can offer with pricing. One drawback is that Vierbicher does not offer building inspection services. It is up to the Village to determine what info needs to go to building inspector first. Ben asks what the Village is looking for from them. Walsten says proposal of services and fee schedule. Will submit proposal and bring back to April 22<sup>nd</sup> PZ meeting.

Set date for **joint meeting with EDC and Village Board** for land price determination in Business Park. The Commission tentatively set meeting date for April 22<sup>nd</sup> upon confirming Victor Grassman from Janesville Economic Development can attend.

Motion to **adjourn**: Frandy/Rodriguez at 8:05pm. Motion carried.